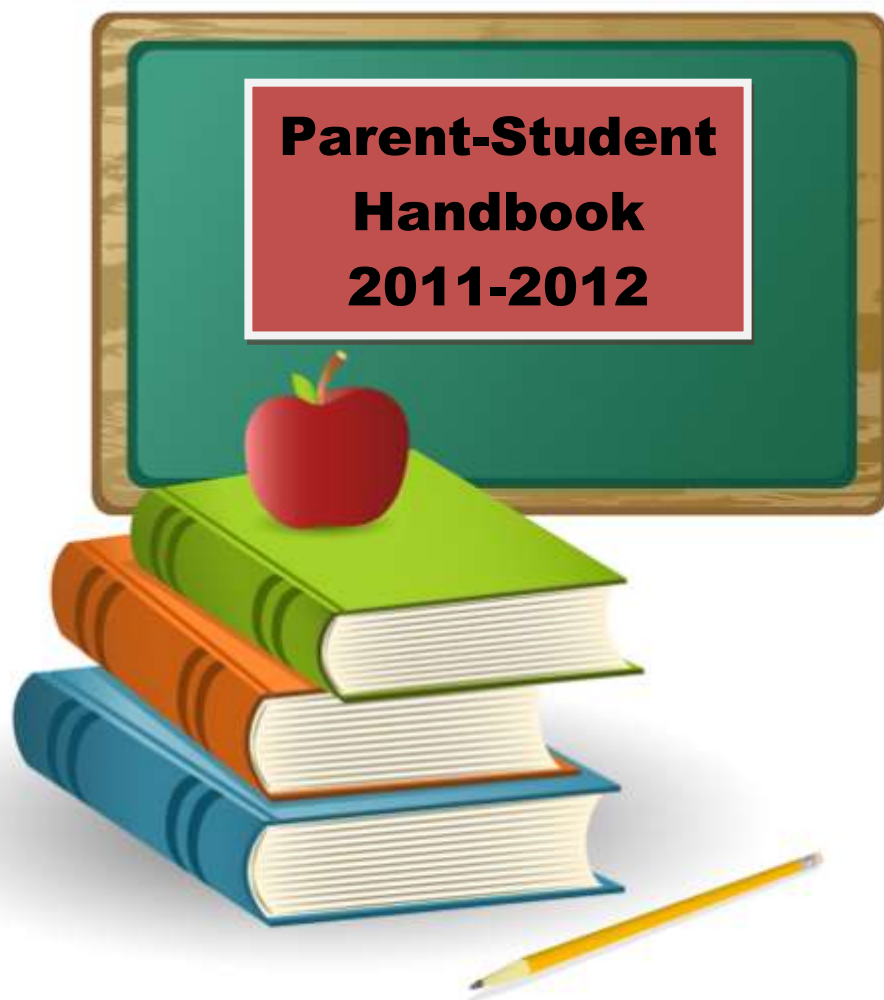


Redwood Elementary School



Revised 8-11 bj

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ADDENDUM:

District calendar – 2011-2012

Redwood School calendar 2011-2012

Parent conference dates and times

Bell schedule

Entrance and exit chart

Communication Information Sheet for “GradeBook Wizard”

Internet/Web Publishing of Student Work/Photographs

Computer Use Policy

Mission Statement of the Avon Lake Schools

The mission of the Avon Lake City Schools, a district committed to personalized educational excellence, is to challenge all students and develop their individual goals through community partnerships, resources and technologies that will produce responsible and compassionate citizens.

Welcome to our school!

I would like to welcome you to a new school year at Redwood Elementary. Everyone at our school is confident that your experience here will be educationally profitable. We are in the process of adding four classrooms to our school to accommodate recent and projected growth to help maintain optimal class sizes for students. While this will provide an inconvenience for a short time, the long term benefit will be worth it.

This year teachers continue to sharpen their skills on the state of the art technology as we continue the use of Promethian Activboards to enhance instruction.

Increased student interaction and immediate assessment by the teacher will be facilitated through the use of the ActiVotes, ActivExpressions and Discovery Assessment technology. For more information about these programs, contact your child's teacher. The entire class will receive short cycle assessments, giving the teacher immediate feedback on the success of the instruction. Thus, the teacher knows that the entire class has learned the skill being taught and can move on with confidence. Teachers will continue to study methods of differentiating the curriculum to meet the needs of all students, including the high and low achievers. The "GradeBook Wizard" program has been a successful tool to communicate academic and behavioral progress for students and will be continued this school year. Student report cards are taken directly from this program.

One of our goals again this year is to provide "skills based instruction" in the area of language arts. This will provide more direct instruction at the student's academic level. Where possible, specialty resources (academic resource teacher, LD resource teacher, reading intervention specialist, etc.) are redistributed to serve students in the classroom during guided reading time, as opposed to pulling students out of the classroom.

We welcome our new families to Redwood School and wish them a successful school year. We have a great deal of pride in our school and we hope that you and your family will share this pride with us and continue to be involved in your child's education. By attending school regularly, completing all assignments and behaving

appropriately students can look forward to an exciting school year filled with many new opportunities.

Regards,
T.J. Ebert
Principal

Demographic Information

Redwood Elementary School

32967 Redwood Blvd.

Avon Lake, Ohio 44012

Office Phone: (440) 933-5145

Attendance Reporting (440) 930-8291 (24 hr. Voice Mail)

Grades Pre-K - 4

Mascot: Raccoon

School Colors: Maroon, Gold & White

T. J. Ebert, Principal

Cheryl Lucas, Secretary

BACKGROUND INFORMATION

Our school was first occupied in September 1962 and last year served 520 students in grades Pre-K-4. It is a one-story building that was remodeled over the past year. The building is flanked

two by playgrounds for younger and older students located on 15.48 acres of property. In front are 20 trees that were planted during Arbor Day activities shortly after the school opened. The Ohio Association of Elementary School Administrators recognized our school as one of ten “Hall of Fame” schools in Ohio for the 1991-92 school year. For 14 years in a row, the American Heart Association has recognized Redwood for efforts in community service as our school has donated almost \$90,000.00 for research. Our “K-Kids” community service club was the first chartered Kiwanis associated club in the state of Ohio and is still going strong! In 2009 Redwood was voted as one of the Fox8 Cool Schools.

Redistricting beginning in 2011-12 has truly recreated neighborhood schools. Although it was bittersweet transferring students to this has made way for smaller class sizes, allowing teachers the time to spend providing more individual attention. Parent volunteers are used extensively. Countless hours were logged this year by parents working directly with teachers to enhance instruction. PTA volunteers, worked tirelessly in our school to support instruction and on school related programs for children.

Expectations for student success are high, as roughly 85% of our high school students pursue college prep programs in high school. The Ohio Achievement Assessments were administered again this year to our third and fourth grade students in May of 2011 in the areas of reading and math. The breakdown for individual subjects may be seen online at www.ode.state.oh.us

During the 2010-11 school years, we employed 34 teachers to support 24 core classrooms. 20 support staff members worked at our school. Redwood School housed one of the districts four resource classrooms for students with learning challenges and a pre-school program for special needs and typical children. Within the school, special area teachers (art, music, & physical education) are fully certified for the areas they teach. A guidance counselor also supports our students, as does a teacher for the academically gifted. Speech therapy is also offered to those

who qualify. A fully equipped computer lab serves as a hub for our school. A computer lab monitor is present to help students enrich their education through technology. We have a full service library for student and staff use. We take pride in the caring, friendly atmosphere felt when entering our building.

REDWOOD SCHOOL PHILOSOPHY

Our purpose is to educate each student to his/her highest level of academic performance. We are dedicated to helping each student develop the skills necessary to become a well-rounded, independent learner, able to work in a responsible and cooperative manner.

We believe pupils need to have a positive self-concept and be treated fairly, honestly and with respect for the most effective learning to take place. To accomplish this, we strive to maintain a child-oriented atmosphere, looking at each student individually.

Our staff is here because they feel positively about children and are deeply concerned about the whole child, making decisions in the child's best interest. We acknowledge the power we as educators have over the lives of children and recognize parents as partners in their child's education. We pledge to use our energies cooperatively to nurture children. We hope each child will go home each day having learned something new, feeling good about his/her day with us.

PHILOSOPHY OF STUDENT CONDUCT

The staff creates an accepting and supportive environment through the practice of several beliefs that prove self-discipline is the key to good discipline. Respect and caring toward each other is believed important and modeled. Our discipline plan is based on the belief that no student has the right to interfere with the right of others to learn or the right of the teacher to teach. While we promote quiet and obedience to authority, it is also our belief that learning activities be so engaging that order and discipline result naturally.

We further believe self-discipline is fostered by giving students opportunities to practice responsibility in school and classroom activities and by giving students choices to make about their behavior and by recognizing students who demonstrate appropriate behavior. Our

classroom guidance lessons are planned around good decision-making and responsibility, which are reinforced by teachers in daily activities. Guidance lessons are taught throughout the year. A course of study is available in the guidance office for your review. Please notify the counselor if you do not wish your child to participate in guidance activities.

Each classroom has a discipline plan that clearly identifies behavior expectations, rewards and consequences. Appropriate choices are rewarded; inappropriate choices have consequences that are appropriate for the particular misbehavior. Students are being trained to use conflict resolution skills to solve minor disagreements. More serious problems are to be referred to an adult for assistance. Parents are contacted for serious offenses.

COURSE OF STUDY

The curriculum at Redwood is under continuous study in order to keep current and to insure that the best materials, equipment and strategies are being provided. Each content area has an approved written course of study that determines what is taught in that area. All courses are reviewed and approved by the Board of Education.

The curriculum, in its broadest sense, includes all the experiences that children have at school. We believe that all children can learn and that it is our responsibility to actively engage students in the learning process. Students are heterogeneously grouped for all subjects. Individual needs are met through flexible grouping and individualized instruction within each class.

MEETING INDIVIDUAL STUDENT NEEDS

Personal attention to student needs is important as we attempt to prevent learning problems. Student progress is closely monitored using criterion-referenced and standardized tests and the Ohio Achievement Assessment. In 2010 we began using Discovery Assessment to allow teachers

to pinpoint very specific areas for review. Students experiencing difficulty are identified using these items and intervention is planned and implemented.

“End-of-book” tests may be administered in reading to evaluate students’ progression to the next instructional level. Unit or chapter tests in each subject are administered frequently to assess progress. Student permanent records contain test data and a record of student progress by grading period.

Teaching aimed at preventing academic problems is supported with a variety of interventions for cognitive difficulties which teachers are aware of and practice. These include: help before and or after school and during lunch, cross-grade level placements, computer assisted instruction, peer tutoring, cooperative learning, extensive use of volunteers, parent conferences, curriculum modification, flexible grouping, RTI Response to Intervention teams and individual teacher help. Remedial reading also is available to serve students who qualify.

Behavioral and/or emotional problems that lead to lower academic performance are intervened using tools such as behavior contracts and involvement of the guidance counselor. If more intervention is necessary, the Intervention Assistance Team is convened. Consultation with the school psychologist also occurs. Parents are involved in this process.

Special programs are available to serve students. A learning disabilities resource room, pre-school special needs classrooms, speech therapists and reading specialists are available at Redwood. Mainstreaming for these students is regularly a part of their Individualized Educational Plan. Excellent communication is maintained between the resource and core teachers. Individualized Educational Plans are also written as cooperative programs so students can receive instruction in the regular class but still be able to access the LD Intervention Specialist for help when needed.

SPECIAL SERVICES/PROGRAMS

READING INTERVENTION SERVICES

Each child who qualifies receives tutoring each day. Throughout the year students work on decoding skills, oral reading, and reading comprehension. The goal of the program is to help each student become a successful reader.

COMPUTERS

Each classroom has “state of the art” computers used to support instruction as well as research purposes. Students are provided with a scheduled time in the computer lab to receive direct instruction in using the computer as a learning resource. Wireless laptop computers (netbooks) are available to teachers for classroom projects. All classrooms and the lab are connected to the Internet to provide students and staff with excellent research capabilities. Promethean ActivBoards, Activotes and Activexpressions are other technology tools that are regularly used by teachers to enhance instruction.

FIELD TRIPS

Field trips may be planned during the year to enrich and enhance the learning that takes place in the classrooms. Children going on field trips must return the signed parent permission form which indicates parent approval. Children must have parent approval in order to participate in any field trip that takes the children out of the school. Students must have an emergency medical form on file in the office prior to the trip. Parent chaperones are an important part of these trips.

There is no cost for bus transportation for classroom field trips. A nominal fee may be charged for admission at the time of the trip. Many trips were free! Your child’s teacher will outline the planned trips for the school year early in the year so that you may plan ahead for any additional costs. A detailed accounting of trip fees is available in the school office. Financial issues may be discussed with Mr. Ebert, Redwood’s principal.

GUIDANCE

The elementary guidance counselor is on staff to help students, teachers, and parents. The counselor conducts group guidance programs in the classrooms on a regular basis. Topics of discussion focus on areas to help students to grow in a safe and positive manner. Students may request to see the counselor or a teacher, parents, or the principal may refer them. Children may be counseled individually and/or in small groups.

SPECIAL EDUCATION PROGRAM

The Special Education programs offer either a tutor or resource room teacher to those students who qualify. The extent and type of participation are determined by individual need as outlined in each student's Individual Education Plan (I.E.P.)

MEDIA CENTER

The Media Center staff consists of a Library Assistant and a Computer Lab Assistant. Students meet once per week to participate in planned activities that encompass library and research skills and literature appreciation. Students may select up to three books per week and also have the opportunity to utilize the computers in our lab on a weekly basis. Students may visit the Media Center during unscheduled times with permission from the classroom teacher. Computer programs offered are designed to support the classroom academic program taught by the teacher. Online assessments are also administered in the Media Center.

VOLUNTEERS IN EDUCATION PROGRAM

Volunteers offer assistance to teachers in a number of ways. Some tutor individual students while others may work with a small group of children and review or practice skills introduced in the classroom. Volunteers may also help by reading to children and listening to them read. Occasionally, volunteers help teachers by copying materials or preparing visual aides that are used later in the classroom. Each teacher co-ordinates the volunteer schedules for their classroom. Volunteers may also assist with assemblies and special events.

SCHOOL NURSE

Our nurse is employed by the Avon Lake Schools and visits our school on a daily basis. If you wish to contact her for information, please call the school.

MEDICAL PROCEDURES:

In case of injuries such as cuts, abrasions, etc., the school gives immediate first aid. We contact the parent immediately if outside medical attention is required.

Ohio laws restrict the distribution of medicines in the school. No medication to children without a completed form from a physician. Please contact our school nurse if you have questions regarding the medication policy. When a child becomes ill or is injured during school time, we will contact the parent to come to school and transport the child home if necessary. In the event a parent cannot be reached we will call the emergency numbers you are asked to provide to us. We will call 911 for medical assistance in the event of a serious injury.

SPEECH AND HEARING

We have a corrective speech program and our therapists work with students at all grade levels. An evaluation is made in the fall of all kindergarten students. The school notifies parents of any child in need of speech therapy and an Individual Education Plan is formulated.

OTHER ENRICHMENT ACTIVITIES...

To make learning more meaningful, we supplement our curriculum with extra-curricular activities. All students participate in classroom guidance activities, plus small groups such as “friendship groups”. Other activities available to students include: the Lorain County Spelling Bee, the PTA Creative Arts Fair (“Reflections”), Student Council, K-Kids Community Service Club, Walking Club and Redwood Choir. Several classes have had pen pals with students in other schools. Students learn beginning keyboarding and word processing in our computer lab, as well as Power Point at some levels. School-wide assemblies are held at various times during the school year and resource people are used to supplement the curriculum. Our Academic Resource

Teacher has written several grants to purchase enrichment materials for our classes and has provided inservice for staff members.

The Redwood PTA has a full calendar of activities that support our school's philosophy and add to our curriculum. These include the Pumpkin Festival, the PTA Book Fairs (spring and fall), the "Snowflake Shoppe", a variety of assemblies in addition to parties held at various holiday times of year.

ACADEMIC RESOURCE PROGRAM-

To qualify for this program a student must have an IQ score of 127 or higher and achievement scores of 95 % or higher in two or more of reading, mathematics, social studies and/or science (one score must be in reading or math). Formal enrichment classes are offered in grades three and four with resources provided for students in grades one and two who qualify.

GENERAL OPERATING PROCEDURES

AFTER SCHOOL CARE

Parents must notify the school in writing about before and after school care prior to the beginning of the school year. This is essential so each teacher and the office staff knows which bus the student will ride each day. All changes must be made in writing. Without this information the child will be dismissed in the normal manner. No student will be dismissed to anyone from the school building, except the legal guardian, without prior approval.

ATTENDANCE REPORTING- 930-8291 (24 hour voice mail available)

We are required by the Missing Child Act to know the whereabouts of each child enrolled in Redwood each day. For this reason we ask that you call the office and report your child's absence, otherwise we will make every attempt to reach a parent or guardian to confirm an absence. The attendance line 930-8291 functions 24 hours per day. We begin making calls at 9:30 AM to check on students whose parents do not call in.

You may call the secretary directly or leave a message on our voice mailbox- 930-8291 (24 hrs.) to report your child absent. The voice mailbox will greet you with instructions and ask you to leave a message. If you need to speak with the secretary call 933-5145. When calling the voice mailbox, please leave your name, your child's name and the reason for the absence. For example, "This is Mrs. Jones; I'd like to report my son, John, absent because of the flu. Please have his homework sent home with his brother in Mrs. Smith's class."

ATTENDANCE POLICY A student shall fail or be denied credit for the school year or semester if twenty (20) absences (or ten a semester) are accumulated for individual classes unless the absence falls into one of the following:

1. Personal illness with a doctor's written excuse
2. Medical appointments with a doctor's written excuse.
Parents should make every effort to avoid dentist and doctor appointments during the day.
3. Court appointments.
4. Death of a relative and or funeral.
5. School approved field trips or extra-curricular activities.
6. Extenuating circumstances warranting individual consideration by the building principal.

Students who arrive tardy to school are to report directly to the office for a permit to report to class. No student should go to class without reporting to the office first.

Absences due to the reasons indicated above will not be counted in the total accumulated absences. Students are still responsible for making up work that has been missed. Parents are asked to send a signed note with the child upon return from an absence.

MAKE-UP WORK

.....Excused Absence.....

Students may complete work missed because of excused absence. Normally, the student may have one day for each day missed. If no more than one day's absence is involved, the student will take any tests scheduled on the day of his return. The teacher and student will make special arrangements for absences in excess of 10 days.

.....Unexcused Absences.....

Students may make-up work for credit regular classroom work missed because of unexcused absence at the discretion of the teacher/

BICYCLES

To help protect the safety of the child, only students in grades three and four may ride bicycles to school, unless accompanied by an adult. A permission slip must be on file and have an updated license attached to the bike. Bikes are to be parked in the racks with a chain and/or lock during the school day. Bicycle riders have the responsibility to become familiar with bicycle safety practices and are subject to the same rules and regulations that govern walkers. The school will not accept responsibility for care or supervision of bicycles. A helmet is strongly recommended for your safety.

BOOKS

The books issued to students by each classroom teacher are Board of Education property and must be handled with care. There will be a fee to pay for rebinding or replacement if books are damaged or lost. Workbooks purchased with money from the "workbook fees" will become the property of the student at the end of the school year or once the booklet is completed.

"BOOK FEES"

Students will be assessed a fee for such things as workbooks, literature books and materials used to supplement our course of study. The cost of the materials plus a small fee to pay shipping will

be assessed. A workbook fee notice will be sent home after school begins regarding the cost of instructional materials. The fees for the 2011-2012 school years will be:

Kdgn.	\$21.25 (includes a calculator)
Grades 1 & 2	\$16.50
Grades 3 & 4	\$39.00

We realize the financial burden these fees may present and will gladly work with parents to create an installment plan to pay for materials, should the need arise. Books and materials purchased with these funds are the property of the student. Report cards are held until full payment is complete. Please call the school at 933-5145 to discuss this further, if necessary.

GENERAL BUS RULES

Please review the School Bus Safety Rules sheet provided by the Transportation Department. Found in this handbook.

.....SAFETY SIGNALS.....

When students get on or off the bus and must cross a street, the driver's hand will be on the window to indicate caution. When the hand is lowered, the student may advance, look both ways, and cross the street. The driver will blow the horn to indicate danger.

.....IMPORTANT NOTE.....

Failure to obey the bus rules will result in a referral to the building principal. Disciplinary action may take the form of loss of transportation privileges.

CHANGE OF ADDRESS OR TELEPHONE

A student or parent should inform the office if he/she has a change of address or telephone number in order to help in addressing mailings and in case of an emergency. Please refer to the change of address form on the school district website. You may send the information to school with your student or visit the office personally.
www.avonlakecityschools.org

PARENT/TEACHER CONFERENCES

We urge you to accept our invitation to confer with your child's teacher. Children are dismissed early during the school year for this purpose. A parent-teacher conference is a two-way communication that brings together a child's school life and his/her home life, and reveals how seriously one can affect the other. Working together and discussing a child's interests, attitudes, habits, concerns and problems can lead to an improved educational program and an increased learning on the part of parent, teacher and child. A schedule of parent conferences is in the addendum of this booklet.

STUDENT DRESS CODE

Rules governing appearance should be based upon the following:

Health and safety factors, cleanliness, comfort, cost and availability, current fashion or style good taste, conditions conducive to a learning atmosphere and the weather.

System-wide guidelines for appearance and grooming in the Avon Lake City Schools are:

1. Hair style must conform to health and safety standards.
2. Tops (skirts, blouses, etc.) should meet waistband of pants.
3. Boys and girls may wear tank tops but the straps should be three fingers in width.
4. Girls' tops must have backs.
5. Pants must be high enough to insure modesty.
6. Skirts must be long enough to insure modesty.
7. Footwear must be worn and conform to health and safety standards prescribed.
8. Shoes with wheels or metal cleats may not be worn in the school building.

9. Hair and clothing must be clean.
10. Students are allowed to wear shorts, during the school year (mid-thigh or lower in length).
11. Hats may not be worn in school except during special “theme” days.

In matters not outlined above, it is expected that all persons will exercise good judgment. Dress and appearance must always be appropriate for school-sponsored activities (classroom, field trips). Shirts with slogans or wording considered distracting to the school environment will not be permitted.

EMERGENCY SCHOOL CLOSING

When it becomes necessary to close the schools, the schools rely on the district wide automated calling system as well as local radio and television stations to communicate information. Many television stations will email you announcements.

Radio station WEOL (Lorain-Elyria, AM 93) has always made the announcements promptly and accurately and the Avon Lake Schools will continue to use their service in addition to that of the news services.

Parents should make a judgment about whether to send their children to school when bad weather exists even though the schools are open for classes. The schools will accept the parents’ decision in this matter, and the student will not be counted as truant. In the case of elementary students, the days that parents elect to keep students home due to bad weather or hazardous road or sidewalk conditions will not count towards the twenty day absence limit in the attendance policy.

ENROLLMENT

To be enrolled in an Avon Lake City public school, a child must be residing in the city with the adult who has legal custody (court documents must be shown to school officials and a Legal Residence Verification must be signed - This is from Senate Bill 140 effective 6-30-81). Parents

will be required to provide documentation proving residency. A tuition fee will be charged to non-residents. Permission from the superintendent is required in such cases.

A child, who has reached the fifth birthday on or before August 1st, may enter kindergarten for this school year. A parent may choose not to send the child to kindergarten upon reaching five years of age. However, a child who will be six years old on or before September 30 of a given school year must attend school starting with kindergarten. A child who turns five years of age between September 1 and December 31, may, by parent request, be assessed for “Early Entrance” to kindergarten.

ENTERING AND LEAVING THE BUILDING

Students should not arrive before 8:25 AM. (There is no outside supervision in the morning prior to that time.) They will be instructed as to which door to enter and exit. Upon entering, they are to go directly to their classrooms. During inclement weather, children are to come directly into the building after 8:35. When dropped off by car, they may come in the nearest entrance. At dismissal children are to leave the building and go directly home. Please avoid pickup/dropping off children in the bus loading areas on the west side of the building.

Never cause your child to walk in between parked cars to be picked up or dropped off in the driveway of the school.

HOMEWORK REQUESTS

Parents who wish to pick up homework for their child are asked to call the school before 9:00 A.M. in order to have the work ready by 3:15 P.M. If the requests are made after 9:00 A.M. the work may not be ready until the following day. This gives the teacher time to get the assignments ready. It is suggested that requests be made after two days of absence. Please pick up homework after 3:15 P.M. in the school office.

INCOMPLETE GRADES

Incomplete grades recorded at the end of any grading period normally must be changed to the appropriate letter grade within 10 days. The principal must approve any exception which a teacher deems necessary.

LOST AND FOUND

Identification on children's belongings is desirable. A "Lost and Found Area" is located in the main hallway outside Room 25. We keep eyeglasses, watches, and jewelry in the office that have not been claimed. Full names on clothing (boots, jackets, etc.) are most helpful. All unclaimed items will be donated to the needy or discarded where applicable after each grading period ends.

LUNCH PROGRAM

Students in grades one through four (and full day kindergarten) may eat at home (parent must pickup) or school. Those eating at school may carry their lunch or purchase a lunch. Milk or other beverages will be available. Non-carbonated beverages may be brought from home (No glass containers of any kind, please). Supervisors monitor the cafeteria and see to children's needs during the lunch period.

If your child forgets his/her lunch, check the schedule below so you can bring the lunch to the office ahead of the assigned time. Arrangements will be made to get the lunch to the child. If a child forgets or loses his/her lunch money, he/she may borrow for the day with the understanding it is to be re-paid promptly. An accurate account is made of all borrowing. A note will inform parents of students who are remiss in repaying lunch debts. Students who owe money may be denied the privilege of borrowing until the debt is repaid. A sandwich of a peanut butter and jelly or cheese and milk will be provided in these instances. Students have recess prior to eating their lunch. Any student who is not finished with his/her lunch will be provided additional time, as needed. Time includes travel to cafeteria and playgrounds.)

LUNCH TIME RECESS

Grade One	10:50-11:25
Full Day Kgn & Grade Two	11:20-11:55
Grade Three	11:50-12:25
Grade Four	12:20-12:55

LUNCH SCHEDULE

Grade One	11:25-11:45
Full Day Kdgn & Grade Two	11:55-12:15
Grade Three	12:25-12:45
Grade Four	12:55-1:15

MEDICATION POLICY

It is the policy of the Avon Lake City School's Board of Education to discourage the administering of any oral medication (prescription or non-prescription) to students by school personnel. For students who must take oral medication at school, completed forms containing the following information must be on file in the office:

A. ALL Medications:

1. The parent must obtain a written order from the physician requesting that oral medication be given at school, stating the name of the medication, dosage to be given, the time it is to be given, reason for medication and possible side effects. A form for this is available in the school office.
2. The medication is to be provided in the container dispensed by the prescribing physician or licensed pharmacist with the child's name, the name of the medication, when it is to be given, name of pharmacy and prescription number.
3. The permission form is to be signed by the parent. Do not send medication with the child. All medication must be dropped off by parent or designated adult.

4. If the medication dosage or physician is changed, the above process must be repeated.

5. Please contact the building's school nurse regarding any over the counter medication.

PTA SPONSORED ROOM PARTIES

The PTA will conduct parties at Christmas and on Valentine's Day. The head room parent will discuss guidelines for these events with core teacher and communicate with parents. All other parties must be cleared through the office. Birthday treats are permitted with the understanding that one "treat" per child is distributed at the teacher's discretion. Treats should be sent to school with the child in the morning or permission to visit the classroom to deliver them gained from the office.

PLACEMENT OF STUDENTS

We appreciate your desire to provide the best opportunities for your child. Please know that all students are hand selected for classroom assignments on an individual basis. Each student is placed individually, considering such factors as student ability, teacher's personality and teaching style, student's personality and learning style Also including are physical arrangement of the classroom, balance of boys and girls, combinations of students to be avoided, and the overall dynamic of the students in the class. The Avon Lake City School District employs teachers who have the background, training, experience and potential to be outstanding. The school district also provides a comprehensive staff development program enabling teachers to develop and refine their teaching skills. We have confidence that all teachers are well qualified to provide a quality program of instruction.

PLAYGROUND SAFETY PROCEDURES:

SLIDES

--Go up the steps of the slide. Don't climb up the sliding surface.

--Hold on with both hands going up the steps of the slide. Take one step at a time.

--Keep at least one arm's length between children.

--Slide down feet first, always sitting up, one at a time.

--Be sure no one is in front of the slide before sliding down.

--Be patient; wait for a turn without pushing or shoving.

--Leave the front of the slide after completing your turn.

SWINGS

--Sit in the center of the swing, never stand or kneel.

--Hold on with both hands.

--Stop the swing before getting off.

--Walk way around a moving swing--not too close to the front or the back.

--Students should not push anyone else in the swing or allow others to push them.

--Have only one person in a swing at a time.

--Never swing empty swings or twist swing chains.

CLIMBING EQUIPMENT

--Use the "lock grip" for climbing and holding. Grasp bars tightly.

--Watch carefully when climbing down; avoid other children climbing up.

--Don't allow too many people on the equipment at the same time.

--On horizontal ladders and bars all children should start at the same end of the equipment and, using the lock grip, move in the same direction.

--Children must stay well behind the person in front and not swing feet.

--Never use the equipment when it's wet.

--Drop from the bars with knees slightly bend and land on both feet.

--Do not walk across the top of equipment.

OTHER:

1. Touch football only
2. No toys on the playground (includes remote controlled cars, Frisbees, etc.)
3. No hard baseballs on playground
4. No throwing of snow or ice at any time
5. Sliding on ice is prohibited.
6. No gum or candy or food to be taken out to the playground.

7. Stay away from open windows.
8. No skateboarding or rollerblading is permitted during or after school hours.

RECESS COAT POLICY:

If a student wears a coat to school it is assumed that the parent wishes the child to wear the coat at recess. Thus, he/she will be expected to wear the coat outdoors at recess. If the child becomes warm from playing an active game at recess or the temperature has climbed significantly during the morning hours, he/she may take off the coat providing the temperature is at a reasonable degree. The noon supervisors shall determine what is reasonable at the time of recess and act accordingly. What the student is wearing under the coat (t-shirt, sweatshirt, etc.) will also be taken into consideration. If a parent has a special request regarding a coat, it is the responsibility of the parent to advise the school in writing prior to the regular recess time of the specific instruction to be followed.

In the winter months, we strongly encourage parents to provide hats, gloves, and boots and snow pants for their children and require them to wear them during recess. Tennis shoes are not sufficient protection during temperatures below the freezing point. Students will not be permitted to play in the snow if they do not have appropriate shoes. Outside temperature and wind chill are taken into consideration to determine outside recess each day during the winter months. Normally, if the wind chill factor is above 20 degrees Fahrenheit, students will be permitted outdoors. In such cases where the temperature is below the 20 degrees wind chill, students may have an abbreviated recess or short walk around the school grounds for some fresh air.

PROHIBITION AGAINST HARASSMENT

Students who engage in harassment will be subject to appropriate discipline, including suspension or expulsion. Harassment is any activity that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, and pressure to engage in sexual activity, repeated propositions and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the district's suspension/expulsion procedures.

SCHOOL HOURS

8:25 Students enter school grounds
8:35 Students enter building
8:45 Tardy bell
3:15 Dismissal begins

½ Day <u>Kindergarten Times</u>	
8:45-11:30	AM
12:30-3:15	PM

THE SCHOOL'S RESPONSIBILITY OF STUDENTS

Various safety procedures such as training in the use of equipment, explanation of school rules, student sign-out procedures, safety inspections, etc. all occur to safeguard the well-being of your child during school hours. We accept responsibility for students only from 8:25 AM until they leave school property after dismissal and for bus students when the bus arrives.

After dismissal, students are to leave the school grounds, unless accompanied by an adult. Students should not come to the playground until they have arrived home and received

permission from their parent or guardian to return. The school will not accept responsibility for actions of students off school property. Those returning to school grounds to play on the equipment or other property, after dismissal, in the evening or on weekends do so at their own risk. The school is not responsible for students walking to and from school unless they are on school property.

THE SCHOOL'S RESPONSIBILITY OF STUDENT PROPERTY

Students are given a supply list to begin each school year. Desks and lockers are assigned where students may keep their belongings. Only those items requested by the school and those items needed for the well-being of the student such as boots, recorders etc. are to be at school. Toys, MP3 players, (iPods) video games, trading cards or other valuables that are not directly related to the educational process should not to be brought to school.

Cell phones: We understand that in some cases it may be necessary for students to bring a cell phone to school. During school hours, students must keep the phone in their locker turned off. Teachers may give students permission to use the phone if it has been pre-arranged with parents and the teacher. The school will not be responsible for any such items.

GENERAL SCHOOL RULES

The Avon Lake Code of Student Conduct appears in this handbook and provides in detail the guidelines and procedures governing student conduct and discipline in the Avon Lake Schools. Each classroom teacher will review with students his/her discipline plan during the first days of school. Below are discipline procedures governing the cafeteria and the playground.

PLAYGROUND RULES

1. Show respect for others.
2. Follow directions.

3. Use equipment properly.
4. Everyone is allowed to play.
5. Keep hands and feet to yourself.

CAFETERIA RULES

1. Show respect for others
2. Follow directions.
3. Speak softly.
4. Do not share food with others as this may transmit germs.
5. Keep hands and feet to yourself.

If a student breaks a rule, disciplinary procedures are as follows:

1st offense - Warning

2nd offense - "Time out"

3rd offense - "Time out" for the remainder of the period, principal will be notified.

Severe disruption - sent immediately to office

When required the principal will see a student and an appropriate action will be taken. This may include, but is not limited to, loss of one or more recesses, writing a thoughtful paper about the incident, removal from the room for a period of time or suspension and/or a call to the parent.

SIGN-OUT PROCEDURES

In the event a student must leave the building for a doctor or dentist appointment during the school day, we ask that a written note be given to the teacher at the beginning of the day. If the student is to be out at the beginning of the school day, please bring the note to school the day before. The note should include:

1. Date to be excused
2. Reason for being excused
3. Time to be excused
4. Parent's signature

The person arriving to transport the student is required to sign the sign out sheet in the school office. In this way the school has an official record of the student's departure and with whom the student has left. Upon returning to school the student should check in the office and receive an admit slip to class.

If a student becomes ill in school the person transporting the student home must sign the "sign-out sheet" in the office before the student is released.

SAFETY PATROL COVERAGE

Being mindful of the necessity for the safety of children, Redwood School provides students to act as Safety Patrols to assist children in crossing streets and loading buses. The adult crossing guard is stationed at the Redwood Blvd. crosswalk in the morning, afternoon, and evening directly in front of the building and is an employee of the Avon Lake Police Department.

Since times below are designated for Safety Patrol coverage, it would be to the advantage of your child to depart from home accordingly to benefit from the coverage provided. No supervision is available once the crossing guard departs in the afternoon.

Below are the times that Redwood Safety Patrol members are on duty:

8:25 - 8:45

11:25 - 11:40 (Kindergarten Dismissal - limited posts)

12:15 - 12:40 (Kindergarten Arrival - limited posts)

3:10 - 3:25

When your child walks to and from school, please remind him/her to have due respect for all public and private property - lawns, flowers, shrubs, fences, littering, etc. Children should make use of sidewalks at all times.

All walkers are asked to arrive at school after 8:25 a.m.

STUDENT VACATIONS DURING THE SCHOOL YEAR

Parents should submit a written request to the building principal, two weeks in advance of the scheduled vacation and indicate the time period involved. A form is available in the office. The building principal is authorized to approve vacation requests under the following provisions:

- The family vacation period is necessary during the school year and the student is a accompanying his/her parents on vacation.
- Vacation days should not exceed ten (10) school days. Students will be counted absent when out of school because of family vacations. Arrangements with teachers to obtain classroom assignments will be made by parents in grades K-4. The student must complete make-up work within ten (10) days after returning to school (one day to make up per day of vacation).

VISITING INSTEAD OF GOING HOME AFTER SCHOOL

Should your child wish to visit a friend's home after school, a note from BOTH FAMILIES (stating that permission has been given) is required. Our policy is to send a child home unless we have confirmation from you either by a note or by phone. The bus may be used by the guest student if there is space on the bus that day. A permit will be issued from the office.

VOLUNTEERS

We invite all interested parents, grandparents, aunts, uncles and friends to volunteer as aides. An aide need not have had previous teaching experience. Volunteers will be assigned to tasks they feel most comfortable with. Volunteers may be utilized in the classroom, library, guidance, physical education, etc., and always to help children. If you are interested in being a volunteer, please contact the school office or your child's teacher.

STUDENT WORKBOOKS

At various times throughout the school year your child will be asked to purchase workbooks or paperback books. The school orders these materials and a notice will be sent home with your child listing the name of the book needed and its cost.

ANIMALS IN THE CLASSROOM

Due to the dangers involved, animals are not permitted in the classrooms unless properly secured in a cage, if applicable. Please contact the principal in advance to arrange for any visitations by animals.

LIBRARY/MEDIA

Our library contains over 12,000 volumes including books, magazines, encyclopedias, teacher resources, videos etc. The library is open for continual use during the school year. Students receive individual time on computers in our lab each week as part of the media experience.

TRANSPORTATION

Bus transportation is provided for students who qualify. Riding the bus is a privilege and Students must follow safety rules.

The following policy governs the pick-up and drop off of students:

Students riding the bus home from school will only be permitted one stop location. That stop may differ from the morning stop; however the afternoon stop should remain constant throughout the week.

For example:

In the case of those students going to day-care Monday, Wednesday and Friday and then home on Tuesday and Thursday, the afternoon stop for each day could be at the day-care provider and the parent could pick up the child at that location.

This policy is necessary to eliminate the possibility of dropping a child off at a residence and having no one home to let the child in due to a mix-up in communication between parent, day-care provider, child and/or school. Call the Transportation Department at 440-933-9802 with any questions

TELEPHONE DIRECTORY

Superintendent	933-6210
Pupil Personnel	933-4829
Athletic Director	933-5164
Treasurer	933-5163
Business Office	933-5163
High School	933-6290
Redwood Elementary	933-5145
..... Attendance Line	930-8291 (24 hours)
Eastview Elementary	933-6283
Erievew Elementary	933-6282
Westview Elementary	933-8131
Troy Intermediate School	933 -2701
Learwood Junior High School	933-8142
LEAPS Preschool Program	930-8226
Transportation Department	933-9802

**AVON LAKE CITY SCHOOLS
2011-2012 SCHOOL YEAR CALENDAR**

August 2011				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

December 2011				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April 2012				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

September 2011				
M	T	W	Th	F
			1	2
5 H	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January 2012				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16 H	17	18	19	20
23	24	25	26	27
30	31			

May 2012				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28 H	29	30	31	

October 2011				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

February 2012				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20 H	21	22	23	24
27	28	29		

June 2012				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November 2011				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24 H	25
28	29	30		

March 2012				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

K E Y

■ Shaded Areas - School Not in Session
H = Holiday

Other Key Dates

Fast Day of School for Grades 1-12	August 24, 2011
First Day of School for Kindergarten	August 26, 2011
End of First Grading Period	October 28, 2011
End of Second Grading Period/Semester	January 19, 2012
End of Third Grading Period	March 23, 2012
Last Day of School for Seniors	May 25, 2012
Commencement	May 27, 2012
Last Day of School for Grades K-11	June 1, 2012

Tentative Make-up Days

If schools are closed due to an energy shortage, inclement weather, or other natural causes and students are in classes less than 175 days, this calendar will be adjusted to make up lost days. Make-up days will be scheduled in the following order if needed to complete 175 days of school in school year 2011-2012.

April 13, 12, 11, 10, 9, 2012; June 4, 5, 6, 7, 8, 2012

Redwood School Calendar

Day	Date		Time
AUGUST			
Monday	8/22/2011	New teacher in-service	
Tuesday	8/23/2011	All teacher in-service	
Wednesday	8/24/2011	First Day for all students. K-Leaps orientation	
Thursday	8/25/2011	Parent Info. Night Gr. 1-2 6:30 Gr. 3-4 7:15 K-Leaps orient.	
Friday	8/26/2011	First Day for all K-Leaps students	
	8-25-8/31	Dibels assessments K-4	
SEPTEMBER			
Monday	9/5/2011	Labor Day NO SCHOOL	
	9/1-9/6	Krawl assessments Kgn.	
Tuesday	9/6/2011	Boy Scouts presentation in classrooms Gr's.1-2	
Wednesday	9/7/2011	PTA Meeting 9:30	9:30 AM
Friday	9/16/2011	PTA Branch Deadline	
	9/16/2011	Raccoon Relay	
Friday	9/23/2011	School Picture Day	
	9/23/2011	Environmental Learning Fair Gr's. 3-4	
	9/26-9/30	PTA Scholastic Book Fair	
OCTOBER			
	10/3-10/7	OAA Week (3rd gr. Reading only)	
Saturday	10/8/2011	The Pumpkin Festival	TBA
Wednesday	10/12/2011	PTA Meeting 7:00 PM	7:00 PM
Friday	10/14/2011	NE OEA No School	
Monday	10/17/2011	PTA Branch Deadline	
Thursday	10/20/2011	Candid Pictures for Yearbook	
Friday	10/28/2011	Costume Parade (All school event)	TBA
		End of 1st grading period	
NOVEMBER			
Tuesday	11/8/2011	Election Day Teacher In-Service Day NO SCHOOL Students	
Wednesday	11/9/2011	PTA Meeting 9:30	9:30 AM
		Parent/Teacher Conferences 2:30-6:30 Early Dismissal 1:45	2:30-6:30
Thursday	11/10/2011	Parent/Teacher Conferences 2:30-6:30 Early Dismissal 1:45	2:30-6:30
Friday	11/11/2011	Picture Retakes	

Friday	11/18/2011	PTA Branch Deadline	
	11/23,24,25	Thanksgiving Break NO SCHOOL	
		DECEMBER	
Friday	12/2/2011	PTA Snowflake Shoppe	
Wednesday	12/14/2011	Holiday Music Programs Redwood Gym	TBA
Friday	12/16/2011	PTA Branch Deadline	
Tuesday	12/20/2011	PTA Assembly	TBA
	12/21-1/2	Winter Break NO SCHOOL	

		JANUARY	
Tuesday	1/3/2012	School Resumes	7:00 PM
Wednesday	1/11/2012	PTA Meeting 7:00 PM	
Monday	1/16/2012	Martin Luther King Jr. Day NO SCHOOL	
Thursday	1/19/2012	End of 2nd grading period	
		PTA Branch Deadline	12:30 PM
Friday	1/20/2012	Teacher In-service Day NO SCHOOL Students	
	1/23-1/27	Dibels Assessment Week	
		FEBRUARY	
Tuesday	2/1/2012	Report Cards Home today	
Wednesday	2/7/2012	PTA Meeting 9:30 AM	9:30AM
	2/8/2012	Cosi all day. All school assembly AM	Varies
Tuesday	2/14/2012	PTA Valentine's Day Parties	
Friday	2/17/2012	PTA Branch Deadline	
Monday	2/20/2012	PRESIDENTS DAY NO SCHOOL	
Wednesday	2/22/2012	Parent/Teacher Conferences 2:15-6:30 EARLY DISMISSAL 1:45	7:00 PM
Thursday	2/23/2012	Second Grade Showcase (Animal Reports) 7:00PM	
Wednesday	2/29/2012	Elementary Choir Festival ALHS Auditorium	
		March	
Thursday	3/1/2012	Parent/Teacher Conferences 2:15-6:30 EARLY DISMISSAL 1:45	7:30-11:00
	3/2/2012	Read Across America Activities	TBA
Tuesday	3/6/2012	Redwood Kindergarten Round-up 7:30-11:00AM	7:00 PM
Wednesday	3/7/2012	PTA Meeting 7:00 PM	
Friday	3/9/2012	Math Mania	
Friday	3/16/2012	Math Mania	
Friday	3/23/2012	End of 3rd grading period	
		April	
Monday	4/2/2012	Spring Picture Day	9:30 AM
Wednesday	4/4/2012	PTA Meeting 9:30 AM	TBA
Wednesday	4/4/2012	Spring Choir Concert	
	4/4/2012	Report Cards Home today	

Friday	4/6-5/15	Spring Break NO SCHOOL	
Monday	4/16/2012	School Resumes	
	4/16-4/20	PTA Scholastic Book Fair Week	
Monday	4/23-4-27	OAA WEEK GR'S 3 & 4	
	4/23/2012	Terra Nova Testing 2nd grade	
	4/30-5/4	OAA MAKE-UP WEEK GR'S 3 & 4	
		May	
Monday	5/7/2012	Terra Nova Testing 4th grade	
Monday	5/14-5/15	Young Authors	TBA
Monday	5/21-5/22	4th Graders to Troy	7:00PM
Wednesday	5/23/2012	4th Gr. Parents Information Night at Troy 7:00PM	
Thursday	5/24/2012	4th Grade Recognition Activities Begin	
Monday	5/28/2012	Memorial Day NO SCHOOL	TBA
Wednesday	5/30/2012	Kindergarten Graduation	7:00PM
	5/30/2012	4th Grade Recognition Program 7:00PM	TBA
Thursday	5/31/2012	Activity Day	
		June	
Friday	6/1/2012	LAST DAY OF SCHOOL-STUDENTS Reports cards home today	
Saturday	6/2/2012	Teacher work day	
Monday	6/4/2012	Teacher work day	
Tuesday	6/5/2012	4th Ice cream social at Troy 6:30-8:00PM	

Redwood Conference Schedule 2011-2012

<u>Fall</u>	<u>Dismissal Information</u>	<u>Conference Times</u>
Wednesday 11/9/2011	Early Dismissal 1:45 Full Day Kgn, 1st thru 4th (Pm Kgn classes in session at regular times.	2:30-6:30
Thursday 11/10/2011	Early Dismissal 1:45 Full Day Kgn, 1st thru 4th (Pm Kgn classes in session at regular times.	2:30-6:30
<u>Spring ***Note Not same week</u>		
Wednesday 2/22/2012	Early Dismissal 1:45 Full Day Kgn, 1st thru 4th (Pm Kgn classes in session at regular times.	2:30-6:30
Thursday 3/1/2012 ***	Early Dismissal 1:45 Full Day Kgn, 1st thru 4th (Pm Kgn classes in session at regular times.	2:30-6:30

Avon Lake City Schools

E-Mail Communication/GradeBookWizard Information Sheet



This document supplies you with important information regarding parent/teacher e-mail communication and our **GradeBookWizard** electronic grade book. The Avon Lake City Schools provide its teachers with access to electronic mail (e-mail) for educational purposes and District-related business. The District believes that access to e-mail and other technological recourses provides the ability to gather and disseminate information, as well as to enhance home/school communication.

While e-mail may be the most effective way of communicating with your child's teacher, it should not be assumed that e-mail correspondence is entirely private and confidential. The District undertakes a number of measures to ensure the security and integrity of its technological recourses. However, e-mail travels all over the Internet where unauthorized individuals may be able to access an e-mail exchange between a parent and a teacher. Additionally, an e-mail message may be forwarded to the wrong person or e-mail address. Therefore, it may still be best for parents to utilize another method of communication when informing a teacher of particularly sensitive material or requesting a teacher to provide the same.

The Avon Lake City Schools uses a grade book program called **GradeBookWizard** in the classrooms. This program allows parents and students to go online and check your student's progress any time throughout the school year using a secure login created for you through the program. In addition to being a grade book, **GradeBookWizard** also provides a class website where students and parents can see class announcements, assignments, homework, and other information about a class in which your child is enrolled. Please note that initially teachers may not be using all of these features. At the beginning of the year, teachers will notify you which features are available.

In order to facilitate the accessibility of the **GradeBookWizard** logins and passwords and for the purposes of e-mail communications with school staff, as a district, we are asking that parents submit their e-mail address to the school secretary by completing the *Parent & Student Signature Sheet* located in the Student Handbook. In return, you will receive an e-mail confirmation of your login and password. Please note that if you have multiple children in the district, you will have a separate login and password for access to each child's progress, assignments, homework and announcements throughout the school year. **Note: GradeBookWizard** keeps track of separate logins for students and their parents (if applicable in your child's classroom). Also, please note that if you and your student were assigned a login and password last year, you will use the same login and password this year.

Once you receive an e-mail confirmation for **GradeBookWizard**, go to <http://gradebookwizard.com>. Once you have logged in, you can visit the different areas of the webpage by clicking on the links in the left-most column of the main page.

GradeBookWizard can send e-mail notifications to you for certain events, such as when your student misses an assignment. However, teachers will not be using this function until we receive confirmation from you to access this feature.

If you have any questions or concerns, please do not hesitate to contact your teacher or building principal.

Avon Lake City Schools

Internet/Web Publishing and/or Cable Television Broadcast
of student work, student photographs and student videos



By signing the 2011-2012 School Year Parent and Student Signature Sheet:

I give permission to the Avon Lake City School District Board of Education to publish: (1) my student's creative work, such as a writing, art or other project; (2) photograph(s) of my student; and (3) videos of my student to the Internet/World Wide Web via District-sponsored Web site(s) and/or to broadcast these items on District-sponsored cable television programs. I also give the District permission to post my student's first name along with the creative work, photographs and/or videos being posted to the Internet/Web and/or being broadcast on cable television programs. I understand that at no point will my student's: (1) last name; (2) home address; (3) personal e-mail address; or (4) telephone number ever be posted along with such work, photograph or video. If, for some reason, the District wishes to post my student's first and last name, separate permission will be sought and obtained before posting such information.

I also understand that my student's creative work may be protected by copyright. With that understanding I also give the District permission to post my student's creative work, whether in written, pictorial, video or other form, to District-sponsored Web sites and/or broadcast these items on District sponsored cable television programs with express consent under copyright law.

I understand the grant of permission for the Internet/Web publishing and/or broadcast on District-sponsored cable television programs as described above, continues indefinitely or until I revoke my consent or request removal of any work, photographs, videos and/or related information that has been posted.

I further agree to hold harmless the Avon Lake City School District Board of Education, its employees and agents from any claims, demands or actions that may result from the posting or broadcasting of such work, photographs, videos and accompanying information.

Avon Lake City Schools

SCHOOL BUS SAFETY RULES

WHETHER A STUDENT RIDES BACK AND FORTH TO SCHOOL OR RIDES THE SCHOOL BUS ON AN OCCASIONAL FIELD TRIP, IT IS IMPORTANT TO KNOW THE BUS SAFETY RULES. PARENTS AND STUDENTS SHOULD REVIEW THESE RULES TOGETHER AND SIGN THE FORM BELOW IN THE SPACE PROVIDED

- 1). Pupils must arrive at the bus stop before the bus is schedule to arrive (5 minutes early)
- 2). Pupils must wait in a location clear of traffic and away from the bus stops. **Drivers designated place of safety.**
- 3). Behavior at the school bus stop must not threaten life, limb or property of any individual
- 4). Pupils must go directly to an assigned seat so the bus may safely resume motion.
In a position that will provide maximum protection by the barrier
- 5). Pupils must remain seated keeping aisles and exits clear.
- 6). Pupils must observe classroom conduct and obey the driver promptly and treat the driver and all other students respectfully
- 7). Pupils must not use profane language.
- 8). Pupils must refrain from eating, drinking and chewing gum on the bus.*
- 9). Pupils must not use tobacco at all School facilities including the bus.
- 10). Pupils must not throw or pass objects on, or from or into the bus.
- 11). Pupils may carry on the bus only objects that can be held in their laps.
Do not bring large school projects or pets on the bus.
- 12). Pupils must leave or board the bus at a location to which they have been assigned
Unless they have parental and administrative authorization to do otherwise.
- 13). Guest may ride only in Emergency situations and then only after receiving permission from the building principal
- 14). Weapons of "any nature" are not to be brought to any school building or function.
- 15). Pupils must not put head or arms out of the bus windows.
- 16). There should be a parent of the student at the stop both before and after school

*There may be situations on a field or athletic trip where food may be consumed on the bus with the driver's/administrator's permission and only when the bus is stopped.

WHEN STUDENTS GET ON OR OFF THE BUS AND MUST CROSS THE STREET. THE DRIVER WILL GIVE THE CROSSING SIGNAL BY SLOWLY DROPPING THEIR HAND STRAIGHT DOWN WHEN IT'S SAFE TO CROSS. STUDENTS SHOULD ALWAYS CHECK TRAFFIC ON THEIR OWN BEFORE CROSSING. IF THE DRIVER BLOWS THEIR HORN THAT MEANS DANGER! CHECK TRAFFIC AGAIN IF YOU SEE NO DANGER LOOK BACK AT YOUR DRIVER FOR FUTHER INSTRUCTIONS.

IMPORTANT NOTE FAILURE TO OBEY THE BUS RULES WILL RESULT IN A REFERRAL TO THE BUILDING PRINCIPAL. DISCIPLINARY ACTION MAY TAKE THE FORM OF LOSS OF TRANSPORTATION PRIVILAGES.

Student's Signature Date

Parent's Signature Date

AVON LAKE CITY SCHOOLS

GUIDELINES FOR ELEMENTARY COMPUTER USE (GRADES K-6)

The District allows elementary students to use its computers and related technology to support education and enhance learning. The computer lab and related technology are intended to provide students access to educational resources and opportunities for collaborative work. Use of the District's computers and technology systems is a privilege that may be revoked if a student does not follow certain guidelines and act appropriately when using the systems.

All students utilizing the lab must agree to abide by the following conditions:

1. The student assumes responsibility for his/her actions while using the computer equipment systems. The student may be responsible for damage caused to the computer or technological resources, whether such damage was intentional or accidental.
2. The student must use the computer systems for educational purposes related to their schoolwork.
3. No food or drink is to be present during computer use.
4. No student is permitted to install his/her own software to the hard drive unless approved by the building principal or teacher. Also, no student is permitted to copy any software owned by the District.
5. Students must keep their passwords secret from other students. The student will be responsible for any e-mail or other activity that occurs under his/her account.
6. No student is permitted to use the password of another student, log on as any other person or pretend to be any other person when using the computer system, including e-mail and the Internet.
7. No student is permitted to reveal his/her or any other student's phone number, home address, personal e-mail address or picture to any other person through e-mail or to any bulletin board, chat room or other site on the Internet.
8. All school regulations and policies regarding appropriate behavior and accessing obscene material apply to all Internet usage. A good rule to follow is never view or sends information or pictures that you would not want your teacher or parent to see.

9. The student understands that his/her e-mail, files, visits to Internet sites and other computer-related activities are not private and may be seen by others. Teachers and administrators may access those messages, files or records for various reasons.

Filtering and Monitoring

Pursuant to federal law, the District has implemented technology protection measures which block or filter Internet access to visual displays that are obscene, constitute child pornography or are harmful to minors. The District may also monitor online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Any student who attempts to disable the technology protection measures discussed above will be subject to discipline.

Nevertheless, parents/guardians are advised that an industrious user may be able to access information or images on the Internet the District has not authorized for educational purposes and which may be inappropriate, offensive, objectionable or controversial. Parents/guardians assume this risk by consenting to allow their student to use such resources.

Handhelds

All aspects of our Acceptable Use Policy apply to the handhelds. However, please be aware that the handhelds are computers, and off campus we cannot enforce our protection services such as Internet filtering. Therefore, the user will have full Internet access where available. The handhelds are to be used only for the purposes stated in class. Students who violate these class rules will risk losing their privilege to use the handhelds. The teachers will perform random checks of each handheld device to ensure that these rules are being followed and that no inappropriate use is being conducted.

By signing the Parent and Student Signature Sheet, 2011-2012, you will give your child permission to use the handhelds in school and at home. Students are permitted to take the handhelds and peripherals home in order to keep them charged and do various home assignments. The student is responsible for any loss of equipment or damage done to the handheld and peripherals. If your child's designated handheld or peripherals are lost, stolen or damaged you will be responsible for the replacement or service of the handheld, up to \$300.

If we do not receive a signed agreement your child will have use of the handhelds during class time, but will not be permitted to take them home. If you have any questions, please feel free to contact us.

Waiver of Privacy

The District possesses the right to monitor, access and inspect any computer, device, network or Internet connection, e-mail system, files or other electronic media within its systems and any data, information, e-mail, transmission, upload, download or messages which may be contained therein. Therefore, all such data, information and the like are the property of the District and students specifically waive any right to privacy in anything they create, store, send, transmit, upload, download or receive on or through the District's computers, network, Internet connection or other online resources such as Google Apps and Study Island and electronic messaging systems.

Violations of the Policy

Violations of this policy are taken very seriously. Violations may result in the student's access privileges being revoked, as well as disciplinary action up to and including suspension or expulsion for a first offense. The District also will cooperate with government and civil authorities in the prosecution of any civil or criminal matter against any person who violates this policy.

Acknowledgment and Release

I have read and agree to follow the rules above. I understand if I violate this policy I may be subject to disciplinary action, including losing my privileges to use the District's computer resources and possibly suspension or expulsion.

As the parent or legal guardian of the student signing the Parent and Student Signature Sheet, 2011-2012 School Year, I have read and understand the Acceptable Use Policy for Students and have discussed the rules and conditions of this policy with my child. I understand violations of this policy may result in disciplinary action as discussed above.

In consideration for the privilege of allowing my child to use the District's computer and technology resources, by signing the Parent and Student Signature Sheet, 2011-2012 School Year, I hereby release the District and its providers, operators, administrators, and agents from any and all claims arising from the student's use or inability to use the District's computer, network, Internet connections, online resources such as Google Apps and Study Island, electronic messaging and related technological resources.

